

Inventory # _____

Record Series: _____

File: _____

Date: _____

DRAFT

Say hello to the PIF, the TEAM Spirit Process Improvement Form

The PIF is your access to improving Shelton State through the TEAM experience. After you fill in your PIF, pass your PIF to the Process Improvement Director (Portable 4, Skyland Campus).

Submitted by: _____ Date: _____

College Address: _____ Phone: _____

1. Describe the Shelton State activity or process that needs to be created or improved. _____

2. Explain the need for a new activity or process or the perceived problem with the existing activity or process. _____

Continue on back of this paper if necessary.